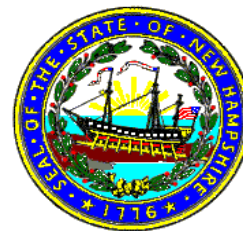




DEPARTMENTS OF THE ARMY AND AIRFORCE
JOINT FORCE HEADQUARTERS
NEW HAMPSHIRE NATIONAL GUARD
1 MINUTEMAN WAY
CONCORD, NH 03301



PLEASE POST IN A PROMINENT LOCATION

ANNOUNCEMENT NUMBER AGR NHANG AGR 17-010

DATE: 9 June 17

POSITION TITLE, SERIES/GRADE SMSgt/E8
OPERATIONS MANAGEMENT

MAXIMUM MILITARY GRADE SMSgt/E8
FULL PAY AND ALLOWANCES BASED ON RANK AND LONGEVITY.

MERIT: All current NHANG AGR enlisted Airmen in the rank of MSgt/E7 to SMSgt/E8

OPEN: All current NHNG enlisted Airman/Soldiers in the rank of MSgt/E7 to SMSgt/E8 and those eligible to become members of the NHNG.

Promotion/accession to SMSgt is dependent upon availability of Control Grade

Applicants for this position must have completed the Air Force Senior NCO Academy or Service equivalent prior to the closing date of this announcement.

CLOSING DATE

MERIT: 26 June 2017

OPEN: 14 July 2017

DUTY LOCATION
157th Civil Engineer Squadron
Pease ANGB

TYPE OF APPOINTMENT
AGR TOUR

MAXIMUM RANK/AFSC REQUIREMENTS
Maximum rank for this position is SMSgt/E8. This position requires that the incumbent be militarily assigned to or be able to obtain within one year AFSC 3E6XX military position within the unit of assignment.

Individual selected for AGR service must meet the physical qualifications for entrance into Active Duty. Individual selected must also meet the requirements of ANG 36-101, chapter 5; enlisted personnel must possess an AFSC compatible with the SPMD upon selection for AGR duty.

OTHER PERTINENT DATA
The Enlistment and Reenlistment Bonus, Student Loan Repayment Program incentive and the Selective Reserve Recruitment Health Care Professionals incentive will be terminated upon start date for an AGR Title 10 or Title 32 tour. Recoupment may be required depending on the specific incentive contract recoupment procedures. For Questions please contact the retention office at 603-430-3507.

If individual selected has between 15-17 years of Total Active Federal Military Service they will be required to sign a sanctuary waiver.

FOR ADDITIONAL INFORMATION
Contact MSgt Kristine Poplar, at DSN: 684-9339, Commercial (603) 225-1339, Kristine.m.poplar.mil@mail.mil or CW2 Kathryn Scott at DSN: 684-9327, Commercial (603) 225-1327, Kathryn.l.scott9.mil@mail.mil, other job postings are available at <https://www.nh.ngb.army.mil/employment/jobs>

EQUAL EMPLOYMENT OPPORTUNITY
The NH National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, gender, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

INSTRUCTIONS FOR APPLYING

PROVIDE YOUR EMAIL AND PHONE NUMBER WITH APPLICATION

MERIT: (Current NH AGR's) REQUIRED DOCUMENTS

****Also see MINIMUM PREREQUISITES**

ARMY/AIR FORCE:

- A single page memorandum expressing your interest in and qualifications for the position, include announcement number
- Three References include, email addresses and phone number
- ARMY: Last three NCOERs.
- ARMY: Copy of Enlisted Record Brief (ERB)
- ARMY: DA 705 w/passing score (within 6 months of closing date)
- ARMY: Current Ht/Wt Memo from your Cdr or DA Form 5500/5501 meeting standards of AR 600-9 (within 30 days of closing date)
- AIR FORCE: Enlisted Performance Report (last three)
- AIR FORCE: Records Review Rip
- AIR FORCE: Report of Individual Fitness with a passing score (within 1 year of closing date)
- AIR FORCE: AF Form 422 obtained from Clinic (within 1 year of closing date) POC Med Group 603-430-2325

OPEN: (AGRs outside of NH and NON AGR's) REQUIRED DOCUMENTS

****Also see MINIMUM PREREQUISITES**

ARMY/AIR FORCE:

- NGB Form 34-1 (**20131111**) which includes announcement number and title of position
- Current or prior Technicians must include last SF 50
- ALL DD 214s
- Three References include, email addresses and phone number
- ARMY: Current Ht/Wt Memo from your Cdr or DA Form 5500/5501 meeting standards of AR 600-9 (within 30 days of closing date)
- ARMY: Current ADOS orders (if applicable)
- ARMY: Last three NCOER's
- ARMY: Copy of Enlisted Record Brief (ERB)
- ARMY: DA 705 w/passing score (within 1 year of closing date)
- ARMY: RPAM Retirement Points Summary Sheet, NGB 23a & 23a-1
- ARMY: MED PROS Printout showing you're medically fit for AGR tour. (within 30 days of closing date)
- ARMY: Include any medical profiles or medical duty review board findings.
- AIR FORCE: Current MPA Tour Orders (if applicable)
- AIR FORCE: Last three Enlisted Performance Reports (EPR) (if applicable)
- AIR FORCE: Records Review Rip
- AIR FORCE: Report of Individual Fitness with a passing score (within 1 year of closing date)
- AIR FORCE: Point Credit Summary VMPF
- AIR FORCE: AF Form 422 obtained from Clinic (within 1 year of closing date) POC Med Group 603-430-2325

FAILURE TO SUBMIT ALL THE REQUIRED DOCUMENTS WILL CAUSE YOUR APPLICATION TO BE DISQUALIFIED

Applications must be received in the Human Resource Office NO LATER THAN 1600 hours (4:00 PM) on the closing date indicated above. Applications can now be left with an HRO representative, Pease AFB, Bldg 145. If no representative is available please contact MSgt Kristine Poplar at DSN 684-9339 or 603-225-1339 for further instructions.

Applications sent via overnight (UPS, FEDEX, etc) are not delivered to the Human Resource Office and may not meet the closing date/time requirement.

MINIMUM PREREQUISITES

- Minimum score of 43 in General on the ASVAB
- Must be United State Citizen

- A PULHES profile of at least 333233 is required
- **Must presently hold a 3EX7X or 3EX9X AFSC**

Specialty Summary

Responsible for activating and managing Civil Engineer (CE) command and control centers during peacetime, wartime, and contingency operations. Processes and controls work requirements in contingency, wartime, and peacetime situations for work performed by CE work forces. Maintains accountability of resources.

Duties and Responsibilities:

Leads airmen and civilian/state employees assigned to the Civil Engineer Squadron

Establishes and manages the operation of the command and control centers and customer focal point. Implements and manages the customer satisfaction program. Responds to customer inquiries. Prepares and manages work requirements during approval, processing, and completion stages. Recommends method of accomplishment based on existing capabilities. Develops, monitors, and manages work order priority program. Monitors work costs to ensure compliance with legal limits or support agreements. Operates computer and communications equipment to support work force management activities. Manages preparation and maintenance of work force records and reports. Performs quantitative study of management data to assess CE cost and reimbursement, work performance, progress, trends, standards, and policies. Manages and ensures a continuous workflow. Manages priorities and work plans, and monitors work status. Manages recurring work program and provides non-technical automated assistance as needed.

Ensures identification of environmental concerns. Develops and administers facility manager program. Analyzes work activities to ensure quality and compliance with policies, current directions, and other publications. Evaluates inspection findings and recommends corrective action. Collaborates with engineer and environmental planning functions to prepare and execute CE programs and plans. Ensures coordination and/or collaboration with all appropriate agencies.

Performs Quality Assessment Evaluation and develops Statement of Work on nontechnical contracts, interfaces with other organizations on maintenance requirements, purchase agreements, and service contracts. Manages and advises on issues related to the operation career field. Resolves complex issues related to CE cost and reimbursement, work performance, progress trends, standards and policies.

Administers budget management in the squadron. Manages Appendix 21 of the Cooperative Agreement.

Applicant must show experience on resume in one or all of the following fields: Engineering, Facility Construction, Project Management, Financial Budget Development, and Process Management. Include examples of project planning, execution and the final results. Applicant must be experienced in Microsoft Office and especially Microsoft Excel, Microsoft Office Project and Adobe Acrobat.

Recommended Work Traits/Knowledge Skills and Abilities:

1. Knowledge of a full spectrum of real property facility requirements and industry standards including electrical, structural, utility systems, HVAC equipment, roofing systems, pavements and grounds, and fire protection systems.
2. Knowledge of hazardous material control and abatement procedures, safety standards, environmental requirements, and spill response programs.
3. Skill in ethically managing financial issues, developing budgets and legally executing real property resources.
4. Skill in managing the performance of personnel in multiple work statuses, including identifying training requirements, managing the awards and incentives program, and providing accurate performance feedback and evaluations.
5. Ability to develop and execute small contract, produce estimates, provide cradle-to-grave oversight as Contracting Officer's Representative and negotiate with architects, engineers and contractors.
6. Ability to analyze facility energy usage and make recommendations on energy conservation initiatives.
7. Ability to respond to any emergent matters outside of normal duty hours.

FOR THE ADJUTANT GENERAL

ANDREW C. ANDERSON
COL, FA, NHNG
Director of Human Resources

